

1 July 2002

MEMORANDUM FOR ALL PARTICIPATING AFROTC AND CAP WING COMMANDERS, CAP-  
USAF REGION COMMANDERS, AND CAP LIAISON OFFICERS/NCOS

FROM: AFROTC/CC	National Commander, CAP	CAP-USAF/CC
551 E Maxwell Blvd	105 S Hansell St	105 S Hansell St
Maxwell AFB AL 36112	Maxwell AFB AL 36112	Maxwell AFB AL 36112

SUBJECT: FY03 AFROTC/Civil Air Patrol Initiative

1. Attached is the FY03 edition of the Joint Operating Instruction for the AFROTC/Civil Air Patrol Initiative. We enjoyed a successful program during FY02. We appreciate all of your efforts that made this happen. The FY03 program will continue at the same level and with only a few administrative changes. This year we will continue to allocate sorties on an "as flown" basis. We will allocate enough initial sorties to get you through the first month (Oct 02) and then will allocate additional sorties as your initial allocation is expended. We expect each of you to regularly work with your program counterparts-- ROTC, CAP, and CAP-USAF Liaison Region Commanders; ROTC Detachment and CAP Wing Commanders; and CAP Wing Liaison Officers/NCOs. We all want this program to succeed. As always, your leadership and personal involvement is key.

2. If you have questions concerning the FY03 program, please contact Lt Col Louis Piccotti, HQ AFROTC/DOX, (334) 953-6958 (reimbursement), Ms Susan Parker, CAP, HQ CAP/DPP, (334) 953-7748 (charter/membership) or Mr. Pete Kalisky, HQ CAP/DOS, (334) 953-4225 (flight operations).



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Attachment:  
FY03 Joint Operating Instruction

cc:  
CAP/CV/CS  
HQ AFROTC/DO/DOX/DOXS  
HQ CAP/EX/EXA/DO/DP  
HQ CAP-USAF/CC/CV/XO  
All AFROTC Region Commanders  
All CAP Region Commanders  
All CAP Wing Commanders

**AFROTC/CAP Initiative Joint Operating Instruction**  
(FY 2003 Program)

**REFERENCES:**

AFOATSI 36-2012  
CAPM 39-2  
CAPM 50-16  
CAPR 60-1

1. **SITUATION.** The Air Force Reserve Officer Training Corps (AFROTC) and Civil Air Patrol (CAP) have established a joint program of benefit to both organizations. The AFROTC/CAP Initiative (program) consists of the formation of AFROTC/CAP units at AFROTC detachments around the country. This Joint Operating Instruction will direct and guide the implementation and administration of the Initiative program. The Operating Instruction has been updated based on the feedback and lessons learned during the initial implementation of this program. This document may be used upon receipt.

2. **MISSION.** The purpose of the AFROTC/CAP Initiative is to:

- a. Increase recruiting and retention opportunities.
- b. Share available resources.
- c. Instill joint activities in air and space education.
- d. Conduct a flight orientation program for AFROTC cadets.

3. **EXECUTION.**

a. **Concept of Operations.** The primary intent of the AFROTC/CAP Initiative is to provide a complete and well-rounded education in all aspects of the United States Air Force to AFROTC cadets. This is accomplished by offering cadets the opportunity to join CAP as senior members with affiliate status and to participate in both the CAP cadet and senior programs. Joining CAP provides AFROTC cadets opportunities to participate in all air and space education, search and rescue, and communications activities that CAP has to offer. CAP wings benefit by the enrollment of the AFROTC cadets as senior members in this organization. This interaction should benefit both organizations and the USAF by providing motivational training and experience to America's youth and future leaders of the USAF.

b. AFROTC program responsibilities:

- (1) Program manager: HQ AFROTC/DO.
- (2) Program administrator: HQ AFROTC/DOX.
- (3) AFROTC detachment program manager: AFROTC detachment commander.
- (4) AFROTC unit program administrator : **Officer** appointed by detachment commander.

c. CAP program responsibilities:

- (1) HQ program manager: HQ CAP/DO and CAP-USAF/XO.
- (2) Flight Orientation Program manager: HQ CAP/DOS.
- (3) Membership program manager: HQ CAP/DP.
- (4) CAP wing program manager: CAP wing commander and CAP wing liaison officer (LO).

(5) USAF wing program advisor: CAP-USAF liaison region commander.

d. The AFROTC/CAP unit will be attached directly to the state's CAP wing. The AFROTC detachment commander and the CAP wing commander must establish a working relationship to ensure successful implementation and execution of this program.

4. **ADMINISTRATION AND LOGISTICS.** The AFROTC/CAP Initiative is open to all AFROTC cadets. The number of non-flying memberships under this initiative is unlimited. However, there will be a controlled number of positions in the Flight Orientation Program for each participating school. Cadets with a Federal Aviation Administration (FAA) private or commercial pilot certificate are ineligible for the Flight Orientation Program (cadets bearing student certificates are eligible for the Flight Orientation Program). Administration of the AFROTC/CAP Initiative will be accomplished in accordance with (IAW) Annex A to this Operating Instruction. Administration of the Flight Orientation Program will be accomplished IAW Annex B to this Operating Instruction. Various program costs are contained in Annexes A and B to this Operating Instruction.

5. **COMMAND.** During participation in CAP functions, AFROTC/CAP units will function in accordance with published CAP directives and guidance from the CAP wing commander. AFROTC cadets acting as CAP unit commanders will be subject to the CAP chain-of-command only when acting in the CAP unit commander's role. There is no official command relationship between the AFROTC detachment cadre and CAP.

ANNEXES:

Annex A CAP Organization/Membership  
Annex B Flight Orientation Program

## **Annex A to AFROTC/CAP Initiative Joint Operating Instruction**

### **CAP Organization and Membership**

1. **Organization.** AFROTC/CAP units will be organized directly under the CAP wing headquarters in their respective states. The number of members in the unit is unlimited, but the number of AFROTC/CAP flight orientation sorties is limited to those allocated by HQ AFROTC.

a. **Unit Commander.** Each AFROTC unit will designate an AFROTC cadet to serve as commander of the AFROTC/CAP unit. The cadet chosen should meet the same requirements as those used in filling senior cadet leadership positions. The AFROTC detachment commander determines the duties and responsibilities of the cadet commander.

b. **Unit Program Administrator.** The AFROTC detachment will provide a cadre member (officer) to act as advisor to the cadet unit commander and provide administrative oversight and assistance to the unit. This is considered an official additional duty for the officer involved and he/she is responsible for overall management of the program. Should an AFROTC cadre officer or Noncommissioned Officer (NCO) wish to join CAP, the appropriate national and wing membership fees for senior members will be assessed.

c. **Chartering:**

(1) HQ AFROTC will submit to HQ CAP/DP a list of AFROTC detachments to be chartered and include the following information: unit name, detachment commander, CAP unit (cadet) commander (if known), unit program administrator, and unit address and phone number.

(2) HQ CAP/DP will immediately charter all units on the list. NOTE: Units will be chartered without a cadet commander if one has not yet been appointed.

(3) A \$350 Training and Administrative Fee will be required for each joint AFROTC/CAP squadron chartered. This fee will cover the cost of providing CAP training materials to each unit, as well as, the additional costs incurred by Civil Air Patrol in providing the administrative special handling these units require. Joint CAP/ROTC units will be chartered only at the ROTC Detachments identified by ROTC Headquarters. Upon activation of units, HQ CAP/DP will forward invoices for the Training and Administration Fee (\$350 per unit) to HQ AFROTC/DOXS. HQ AFROTC/DOXS will then submit SF 1034 through USAF Accounting and Finance channels for direct payment to CAP National Headquarters.

(4) As units are chartered, HQ CAP/DP will forward each unit two senior member training kits. Each new unit will also receive Level I orientation materials and other training materials customarily furnished new membership units. Upon processing of the unit charter by National Headquarters, complete sets of CAP regulations, necessary free manuals, and forms will be mailed automatically to the new unit.

2. **Membership Administration.** AFROTC cadets are eligible for affiliate membership in CAP and as such, will enjoy the benefits of both the senior and cadet programs. Application is made through the AFROTC/CAP unit commander. The membership fee for AFROTC affiliate members is \$15. The CAP membership year runs from the first day of September at the start of the academic year through September of the following year. Regardless of when the individual joins CAP, the membership fees cover CAP membership until the next 30<sup>th</sup> of September and this is when the membership expires (Exception: memberships activated during the month of September are effective until the 30<sup>th</sup> of September the following year). Should AFROTC cadre personnel join CAP, the standard national membership dues of \$38 plus the customary wing dues as outlined in CAPM 39-2 will apply. Checks for membership dues will be written to "National Headquarters CAP."

a. **AFROTC:** The unit program administrator will collect the \$15 membership fee and have cadets complete CAP Form (CAPF) 12. The unit program administrator will then sign the form and fax it to HQ CAP/DPM (334) 953-4262; DSN 493-4262. **NOTE: The CAPF 12 will not be faxed until the unit program administrator has the \$15 membership fee in hand.** The original CAPF 12 and membership fee will be forwarded concurrently to HQ CAP/DPM, 105 S. Hansell Street, Maxwell AFB AL 36112-6332. The AFROTC unit program administrator will send a list of those members who will receive orientation flights to the CAP wing liaison officer (LO). NOTE: Since

AFROTC cadets are selectively screened by the Air Force and fingerprint screening is a requirement for AFROTC contract cadets, CAP fingerprint screening is not required as a condition of membership for this program. Units with cadets who are renewing their membership for another year will send a list of those cadets with their social security number and \$15 for each renewing member.

b. HQ CAP: Upon receipt of faxed CAP Forms 12, HQ CAP/DPM will stamp them "received at Headquarters CAP/DPM" and fax them back to the unit. The stamped forms may be used in lieu of membership cards for orientation flights only. AFROTC cadets will not participate in any other CAP activity until the original CAPF 12 is received at National Headquarters with the \$15 payment at which time the normal membership card will be sent to the AFROTC cadet.

3. **Transfer of Current CAP Members.** Eligible CAP members may transfer to AFROTC/CAP units by submitting a CAP Form 2a through the unit program administrator. In all cases, however, membership expiration dates will be adjusted to 30 September 2002 regardless of date joined. Cadets must become members of the detachment's AFROTC/CAP unit to participate in the Flight Orientation Program.

4. **Training.** AFROTC affiliate members are encouraged to complete Level I training as soon as possible to become familiar with CAP. However, this training is not mandatory in order to commence flight orientations. Those members who elect to actively participate in other phases of the CAP program must complete Level I training.

5. **Uniforms.** AFROTC cadets will wear their AFROTC uniforms, AFROTC flight suits, or CAP flight suits for flight orientations and other CAP activities.

6. **Grades.** Members will be eligible for appropriate CAP grades as outlined in CAPR 35-5 upon completion of Level I Orientation. Units are encouraged to participate in CAP training and activities to the degree which the AFROTC cadets' academic schedule permits.

## Annex B to AFROTC/CAP Initiative Joint Operating Instruction

### Flight Orientation Program

1. **Flight Orientation Program.** The AFROTC detachment commander will select which cadets will be entered into the AFROTC/CAP Flight Orientation Program (FOP). Detachment commanders will emphasize that this is **not** a pilot or navigator oriented program. It is intended for cadets entering all Air Force career fields. Being categorized as a pilot or navigator does not automatically mean an individual will be entered into the Flight Orientation Program. HQ AFROTC will determine the number of sorties each detachment will receive based on detachment sortie requests, available funds and the CAP Wing's ability to support the initiative. **It is imperative that AFROTC detachment commanders, CAP wing commanders, and CAP wing liaison officers communicate personally and each commit their support to the program.** History has shown that the program has the greatest success with this mutual commitment.
2. **Program Execution.** NLT 13 Sep 02, each unit will submit their sortie request for the month of October. HQ AFROTC/DOXS will make an initial sortie allocation based upon this initial request. Additional sorties will only be allocated to individual units after those units fly their initial allocation—contact HQ AFROTC/DOXS to request additional sorties. HQ AFROTC/DOXS will allocate additional sorties based on a detachment's demonstrated execution of its current allocation and the availability of AFROTC funds. A detachment will not receive additional sorties until the detachment has flown all previously issued sorties. **Do not fly more sorties than your unit has been allocated**—contact HQ AFROTC/DOXS to have more sorties allocated to prevent getting into that situation. The key to successful program execution is to construct a realistic plan factoring in school breaks; bad weather months, availability of cadets and CAP resources, etc. to ensure all flights are completed. Flying may begin on 1 Oct 02 and will end on 30 Jun 03.
3. **Safety.** Procedures for reporting ground or flying safety accident, incident, or mishap information involving AFROTC cadets while they are participating in the AFROTC/CAP FOP are as follows:
  - a. Report all FOP incidents involving serious injury or death (see CAPR 62-2, Attachment 1) immediately to the HQ CAP/CAP-USAF safety officer (334-953-5352/5400, cell phone: 888-211-1812/334-224-2464) who will notify HQ AFROTC and disseminate the information using normal chain of command notification procedures.
  - b. Any incidents not requiring immediate chain of command notification should be reported to one of the above safety officers not later than the next duty day.
4. **Flights.** The AFROTC unit program administrator will schedule AFROTC cadets for flights. All AFROTC cadets in the FOP are authorized to receive a maximum of eight flights (called sorties) during the cadet's academic career. The flight time should average approximately one hour per sortie. Each cadet may receive a maximum of four sorties in the right front seat and four sorties in an observer (rear seat) position. If HQ AFROTC allocated sorties do not allow for four front seat sorties for each cadet, the detachment commander determines the sortie ratio per cadet (example: 20 sorties and 10 cadets could be handled with two sorties per cadet or four sorties for five cadets or some other combination). Cadets are normally limited to a maximum of two flights per week unless the AFROTC detachment commander approves additional sorties. If possible, flights should be scheduled with both positions filled to maximize the aircraft's use. However, flights will not be canceled if only one cadet, or an odd number of cadets, is present. The front seat sorties must be flown in consecutive order according to the Orientation Flight Syllabus at Attachment 2 to Annex B. Observer position flights do not have to be accomplished in any order or in accordance with a specific syllabus. Cadets are not restricted from flying on any other CAP flights as long as there is no charge to AFROTC for the flight time and an "open" seat is available. AFROTC pays for front seat sorties only. Therefore, do not fly a sortie without a cadet in the front seat. While flying on a CAP flight, each AFROTC cadet will wear an AFROTC or CAP uniform (i.e., blues or flight suit) and must have in their possession their CAP identification card or their faxed copy of the CAP Form 12 (see Annex A, paragraph. 2.b.). If a cadet leaves the flight orientation program prior to completion of the allotted flight orientation hours, the unit program administrator may use those unused hours to fly additional cadets or turn them over to HQ AFROTC/DOXS for reallocation. The unit program administrator will notify the Wing LO of drops as soon as possible and the name(s) of any another cadet(s) added.
5. **Flight Administration.** AFROTC will reimburse CAP for the front seat flight hours and ferry time required to support the Flight Orientation Program. AFROTC will pay the flat rate reimbursement rates currently established by

HQ CAP for the appropriate category of aircraft plus fuel and oil costs. To maximize orientation sorties, CAP wings should fly in the least expensive category aircraft feasible. Two-seat aircraft do not fit the program profile and will not be used without authorization from HQ CAP/DO. The following restrictions apply:

a. Flights should average as close to one hour as possible. Individual sortie times may vary and **FLIGHT TIMES ARE LOGGED AS FLOWN**, but every effort must be made to make a cadet's sorties **AVERAGE** to one (1) hour each. Flight time includes taxi and run-up time.

b. AFROTC will reimburse costs for ferry time to and from the orientation flight locations. However, the CAP wing liaison officer must approve the ferry time in advance and determine that it is required and reasonable. Every effort must be made to keep ferry time to a minimum.

c. The flight orientation program will be accomplished IAW Attachment 1 to Annex B.

d. The CAP mission symbol from CAPR 60-1 is "A6" indicating an Air Force-assigned reimbursable mission (plus any wing designated mission number, if applicable).

e. Payment(s) for the cadet flights will be processed as follows:

(1) AFROTC units will provide AFROTC cadets with AFROTC/CAP Flight Information Sheets (Attachment 4), one for each of their flights. A Flight Information Sheet will be completed after each flight. One half will be retained by the cadet and returned to the unit program administrator. The second half will be retained by the CAP pilot and submitted to the wing LO with the CAP Form 108 to facilitate sortie/flight hour reconciliation. The unit program administrator will log the flight on an AFROTC/CAP Orientation Flight Log (see Attachment 5) to help document cadet sorties.

(2) **Not later than the 5th calendar day of every month** the AFROTC unit will forward copies of all Flight Information Sheets (Attachment 4), the AFROTC/CAP Orientation Flight Log (Attachment 5), and the AFROTC/CAP FOS (Attachment 6) to the CAP wing LO of their state. The AFROTC unit program administrator **must also** send, via E-mail or FAX, a copy of the AFROTC/CAP FOS directly to HQ AFROTC/DOXS **NLT the 5th calendar day of every month. A report is required each month even if no orientation flights were flown.** In this case, forward a monthly summary indicating zero hours/sorties to the CAP wing LO **and** AFROTC/DOXS.

(3) Orientation pilots will complete a CAP Form 108 to obtain aircraft flight hour reimbursement per the instructions on the reverse of the form. The CAP Form 108 and the pilot's half of the Flight Information Sheets will be forwarded to the CAP wing LO through the established CAP chain of command. The following exceptions to completing the CAP form 108 are specific for the phase of the AFROTC/CAP Flight Orientation Program:

(a) Block 1: Write "A6" plus any wing assigned mission number.

(b) Block 2: Mark "Other" and write/type in "AFROTC."

(c) Block 5, Column E: Under "Hours Flown," report flight time based on the number of front seat AFROTC cadet sorties flown. "Ferry flight" time to pre- and post-position the aircraft should NOT be included in Column F.

(d) Block 5, Column K: Under "Misc Costs Claimed," report the ferry flight time expended to pre- and post-position the aircraft in support of the mission. Ferry time must be shown separately.

(e) Block 5, Column L: Submit claims based on the number of front seat cadet sorties flown (Column F), plus the ferry time (Column I), calculated at the currently approved hourly reimbursement rate shown on the AFROTC/CAP Flight Orientation Summary (Attachment 6).

(4) The CAP wing LO will use the data supplied by the CAP wing unit in the form of the orientation pilots' CAP Forms 108, cross-checked with data from the AFROTC unit, to verify a wing's monthly flight hour reimbursement. Any discrepancies will be quickly resolved by the LO. The LO will complete, certify, and either fax, mail, or E-mail an SF 1034 (Attachment 7, Sample SF 1034) with one copy of each unit's reconciled FOS

(Attachment 6) to HQ AFROTC/DOXS at the address below. A copy of each summary will also be faxed, mailed, or E-mailed to the CAP-USAF liaison region commander.

HQ AFROTC/DOXS  
551 EAST MAXWELL BLVD  
MAXWELL AFB AL 36112-6106  
Fax: Comm (334) 953-1013 DSN 493-1013  
E-mail: shonna.ayers@maxwell.af.mil

(5) CAP-USAF liaison region commanders will review the flight orientation summaries from all wings in their region. They will actively monitor and promote the program, identify problems, and pursue solutions and improvements.

(6) HQ AFROTC/DOXS will process the SF 1034 and submit the packet through USAF Accounting and Finance channels for reimbursement directly to the CAP Wings.

**Attachments:**

1. AFROTC/CAP Orientation Flight Guidance
2. AFROTC/CAP Orientation Flight Syllabus
3. AFROTC/CAP Orientation Flight Briefing Guide
4. AFROTC/CAP Flight Information Sheet Instructions with Sample Form
5. AFROTC/CAP Orientation Flight Log with Sample Form
6. AFROTC/CAP Flight Orientation Summary with Sample Form
7. Sample Standard Form 1034, Public Voucher for Purchases and Services Other Than Personal
8. Aircraft Flying Hour Payment Rates



## Attachment 1 to Annex B - AFROTC/CAP Orientation Flight Guidance

Orientation flights for the AFROTC/CAP Initiative will be accomplished in accordance with the following guidance and the flight orientation syllabus in Attachment 2:

1. General. The AFROTC/CAP Initiative Flight Orientation Program is designed to introduce AFROTC cadets to flight operations. AFROTC cadets participate in actual flights in a powered aircraft and observe the associated planning and ground operations. The program is voluntary and primarily motivational and should stimulate the cadet's interest in and knowledge of aviation and aerospace activities. All participants must be primarily concerned with providing the safest possible environment for cadet orientation flights. The requirements of Federal Aviation Regulations and CAPR 60-1 apply to AFROTC cadet orientation flights. CAP should not conduct any other business in conjunction with these flights.
2. Definition. A flight is classified as an orientation flight and credit can be gained for each flight only if the following criteria are met:
  - a. Each flight should conform to profiles described in this guidance and be consistent with safety, aircraft capability, and available resources. The requirements of the AFROTC cadet in the right front seat determine which mission/sortie profile will be used on each flight. AFROTC cadets must fly sortie profiles in the chronological order listed in the syllabus. The AFROTC cadet in the observer position (rear seat) may fly on any mission/sortie profile as required for the cadet in the right seat.
  - b. Except for takeoff, landing, and other critical phases of flight, cadets may be permitted to actually handle the controls on each flight. However, credit for an orientation flight is not dependent upon actual handling of flight controls.
  - c. Without CAP/DO approval, no more than three people may be aboard an aircraft during orientation flights: one orientation pilot in the front left seat, one AFROTC cadet in the right front seat, and one AFROTC cadet in an observer (rear seat) position. To the maximum extent possible, each individual should be on aircraft interphone with headphones to facilitate communications.
  - d. A scheduled flight will not be canceled due to "no-shows" or non-availability of a cadet to fill the observer (rear seat) position. In those cases, the orientation pilot and the right front seat cadet will fly the flight. The orientation pilot will notify the wing LO of the no-show(s) as soon as possible after return. The LO will then notify the unit program administrator. The AFROTC unit program administrator will investigate the circumstances and take corrective action as necessary.
  - e. Orientation flights for the purpose of the AFROTC/CAP Initiative may not be conducted on opportune airlift missions, military orientation flights, rental aircraft, or two-seat aircraft. Note: A waiver to use rental aircraft may be sought by the wing LO by submitting a request letter to HQ AFROTC/DOX after the LO has verified the need and aircraft maintenance status.
3. Preflight Briefing and Ground Operations. All cadets will obtain a ground briefing prior to flight IAW the briefing guide found at the end of the Orientation Flight Syllabus. Anytime a cadet enters or exits an aircraft the engine must be shut down.
4. AFROTC Cadet Orientation Pilots. Pilots will be qualified and selected in accordance with the same criteria outlined in Chapter 3 of CAPR 60-1 (300 hours Pilot-in-Command time in the category and class of airplane is required). CAP wing commanders must ensure that all pilots supporting the AFROTC/CAP Initiative Flight Orientation Program realize that **SAFETY IS THE NUMBER ONE PRIORITY**.
5. Required Flight Conditions and Prohibited Maneuvers. Flight orientations may only be performed during daylight hours (official sunrise to official sunset) and when Visual Meteorological Conditions (VMC) exist. The following maneuvers are prohibited on all orientation flights: turns exceeding 30 degrees of bank, approach to stall, stalls, spins, all aerobatic maneuvers, unusual attitudes, and practice emergency procedures. Orientation pilots, regardless of the aeronautical rating of the pilot or the cadet, will occupy the left front seat during the orientation flight.

**Attachment 2 to Annex B - AFROTC/CAP Orientation Flight Syllabus.**

**I. Flight No. 1 -- Preflight Inspection, Takeoff, and Landing.** The pilot will perform the following duties:

a. Preflight: Brief IAW the checklist at Attachment 3 to Annex B. Discuss the basics of light aircraft aerodynamics. Using the appropriate aircraft checklist, demonstrate routing of preflight inspections, showing the cadet what is inspected, what to look for, and why.

b. Before Takeoff:

- (1) Using the checklist, show cadets how routine cockpit checks are made prior to takeoff.
- (2) Point out procedures in starting the engine and the safety precautions to be observed.
- (3) Describe the use of controls while taxiing and point out safety precautions to be observed.
- (4) Explain selection of runway and engine run-up.

c. In Flight:

(1) Point out familiar position and attitude of the aircraft in normal flight with various throttle and control positions.

(2) Point out familiar landmarks, prominent ground features, and position of airport with respect to surrounding community.

(3) Describe approach to traffic pattern, explain reasons for contact with control tower or transmissions on common air traffic frequency at uncontrolled fields. Call attention to correct procedure for entering traffic pattern, glide angle, normal landing, taxiing aircraft to parking area, and engine shutdown.

d. Post Flight: Answer questions pertaining to the flight and stress safety.

**II. Flight No. 2 -- Normal Flight Maneuvers:**

a. Preflight: Brief IAW the checklist at Attachment 3 to Annex B. Discuss Flight No. 1 as appropriate.

b. In Flight: The pilot will perform the following flight maneuvers at a minimum altitude of 2500 feet above ground level (AGL):

(1) Point out how aircraft will regain normal attitude "hands-off" from a shallow (not to exceed 5 degrees of pitch) climb or dive. Demonstrate use of trim controls.

(2) Point out how aircraft will maintain turn, with controls neutral.

(3) Demonstrate effects of drift and methods of corrections.

(4) Demonstrate coordinated and uncoordinated shallow turns.

(5) Demonstrate straight and level flight, flying with visual reference to checkpoint and horizon.

c. Post Flight: Answer questions pertaining to the flight and stress safety.

**III. Flight No. 3 -- Use of Instruments In Flight:**

- a. Preflight: Brief IAW the checklist at Attachment 3 to Annex B. Discuss previous flight as appropriate.
- b. In Flight:
  - (1) Explain use and relationship between altimeter and the vertical velocity indicator.
  - (2) Demonstrate effect of shallow (not to exceed 5 degrees of pitch) dives and climbs on RPM (fixed pitch prop).
  - (3) Point out how altitude and airspeed are related.
  - (4) Demonstrate effect of turns on compass.
  - (5) Demonstrate uses of other instruments installed on aircraft.
- c. Post Flight: Answer questions pertaining to flights and stress safety.

#### **IV. Flight No. 4 -- Navigation:**

- a. Preflight: Brief IAW the checklist at Attachment 3 to Annex B. Discuss previous flights as appropriate.
  - (1) Explain use of basic navigation instruments (e.g.: clock, altimeter, airspeed indicator, magnetic compass).
  - (2) Explain use of pilotage and dead reckoning.
  - (3) Assist the cadet in planning a 30-minute flight using pilotage or dead reckoning.
  - (4) Demonstrate preflight weather briefing and its importance.
  - (5) Assist the cadet in making and filing a flight plan.
  - (6) Chart course, using pilotage or dead reckoning navigational procedures; plan estimated time of arrival (ETA).
- b. In Flight:
  - (1) Assist cadet in navigating.
  - (2) Show cadet desirable checkpoints along routes.
- c. Post Flight: Answer questions pertaining to flight and stress safety.

**Attachment 3 to Annex B - AFROTC/CAP Orientation Flight Briefing Guide.**

**AFROTC/CAP FLIGHT ORIENTATION BRIEFING GUIDE**

**GENERAL**

- Safety (ground/ramp; flight)
- Mission objectives and requirements.
- Mission overview.
- Weather, airfield status, and alternate field.

**MISSION PROFILE**

- Preflight responsibilities.
- Departure.
- Specific maneuvering area.
- Clearing (possible conflict with other aircraft).
- Mission profile maneuvers.
- Recovery (routing, altitudes, and airspeeds).
- Physically and mentally ready to fly.

**CREW COORDINATION**

- Transfer of aircraft control (with and without intercom).
- Clearing.
- In-flight checks.
- Radio procedures.

**EMERGENCY PROCEDURES**

- General responsibilities during emergencies.
- Emergency ground egress.
- Takeoff and landing emergencies.
- Intercom failure.
- Bird strike.

**QUESTIONS**

**Attachment 4 to Annex B - AFROTC/CAP Flight Information Sheet Instructions (with sample form).**

**Form Instructions.** The AFROTC/CAP Flight Information Sheet is designed as a duplicate form (top half = bottom half). The AFROTC unit program administrator will complete lines 1, 2 (except date), and 3 and provide the sheet(s) to the cadet prior to the flight(s). The CAP mission pilot flying the orientation flight will fill in the date and complete lines 4 and 5 after each sortie. This form should be completed for each mission for both front and observer position flights. As a minimum, the AFROTC cadet must return one half of the Flight Information Sheet to the unit program administrator for each sortie flown. The orientation pilot will retain the second half of the Flight Information Sheet and submit it with the CAP Form 108. The unit program administrator and CAP wing LO may utilize the Flight Information Sheet as best suits their needs. The purpose of this form is to allow AFROTC and CAP to track the number and duration of flights each cadet in the Flight Orientation Program receives under the AFROTC/CAP Initiative.

- a. Line 1 is the cadet's institution and detachment number.
- b. Line 2 is the cadet's name and date of the flight.
- c. Line 3 is the number of the front position or observer position sortie flown (circle appropriate number).
- d. Line 4 is the pilot's signature and the duration of the flight.
- e. Line 5 is the ownership of the aircraft (CAP corporate or member-owned), aircraft type (C-172, C-182RG, PA-28-235; include engine HP whenever possible) and aircraft tail number. Check those items that apply.
- f. Line 6 is used for local (optional) assignment of a mission number to assist mission tracking.

## AFROTC/CAP Flight Information Sheet

AFROTC/CAP Flight Orientation Information	
Institution: _____	Det: _____
Cadet: _____	Date: _____
Front Sortie#: 1 2 3 4	Observer Sortie #: 1 2 3 4
Front Seat Sortie Hours: _____	Back Seat Sortie Hours: _____
Aircraft: CAP ___ Member _____	A/C Type _____ Tail Number _____
Mission Number (optional/local use) _____	
<b>Pilot's Signature:</b> _____	
AFROTC cadet returns this form to the AFROTC Unit Program Administrator	

Note: Pilot must verify accuracy and sign both forms

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Note: Pilot must verify accuracy and sign both forms

AFROTC/CAP Flight Orientation Information	
Institution: _____	Det: _____
Cadet: _____	Date: _____
Front Sortie#: 1- 2 3 4	Observer Sortie #: 1 2 3 4
Front Seat Hours: _____	Back Seat Hours Flown: _____
Aircraft: CAP ___ Member _____	A/C Type _____ Tail Number _____
Mission Number (optional/local use) _____	
<b>Pilot's Signature:</b> _____	
CAP orientation pilot submits this form with CAP Form 108	

**Attachment 5 to Annex B - AFROTC/CAP Orientation Flight Log (with sample form).**

**Form Instructions.** The purpose of the AFROTC/CAP Orientation Flight Log is to validate the flying hours allocated to the AFROTC/CAP Initiative program and to cross check the CAP flying hour invoices. It should be used by the AFROTC/CAP unit program administrator and the CAP wing LO on a monthly basis to track AFROTC cadet sortie accomplishment. Alternate reporting formats of the same information are authorized to forward the information to the CAP wing LO. The AFROTC unit program administrator and the CAP wing LO are encouraged to frequently compare their progressive monthly recording of sorties and hours. The AFROTC unit program administrator will forward a copy of the Orientation Flight Log to the CAP wing LO by the 5th calendar day of the following month. Differences should be reconciled telephonically (with hard copy to follow) so that the CAP wing LO can forward the summaries, and an SF 1034, as soon as possible.

<b>AFROTC/CAP ORIENTATION FLIGHT LOG</b>						
<b>TO:</b> ①  CAP Wing LO	<b>FROM (AFROTC Det and Institution):</b> ②			<b>DATE:</b> <u>Month</u> <u>Year</u> ③		
	<b>Front Position Sorties</b>			<b>Observer Position Sorties</b>		
<b>NAME</b>	<b>#1</b>	<b>#2</b>	<b>#3</b>	<b>#1</b>	<b>#2</b>	<b>#3</b>
④  Aviator, Ace	⑤	1.0/172M			0.9/182C	
	⑥	14 Jan			20 Jan	
	⑦	Jones			Smith	
Aileron, Alice			0.9/182C		1.0/172M	
			20 Jan		14 Jan	
			Smith		Jones	

<b>Date Reviewed:</b> ⑧	I certify that orientation flights were provided by Civil Air Patrol as indicated above. <div style="text-align: center; padding: 5px;">⑨</div> Signature of AFROTC unit program administrator:
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**AFROTC/CAP Orientation Flight Log (Jul 02)**

- a. Block 1 is the appropriate CAP wing liaison office.
- b. Block 2 is the appropriate AFROTC detachment (detachment and institution name)
- c. Block 3 is the date of the reporting period (e.g. 1-31 January 02).
- d. Block 4 is the name of the cadet who received the CAP orientation flight.
- e. Block 5 is the duration of the flight in hours/type aircraft (e.g.: 1.0/172M - M=member owned, C=corporate owned).
- f. Block 6 is the date of the flight.
- g. Block 7 is name of the pilot who flew the sortie.
- h. Block 8 the date the form is reviewed.
- i. Block 9 is the signature block and signature of the AFROTC unit program administrator certifying the flights flown by the CAP wing.

AFROTC/CAP ORIENTATION FLIGHT LOG								
TO: _____ CAP Wing LO		FROM (AFROTC Det and Institution):			DATE: <u>Month</u> <u>Year</u>			
NAME	Front Position Sorties				Observer Position Sorties			
	#1	#2	#3	#4	#1	#2	#3	#4

I certify that orientation flights were provided by Civil Air Patrol as indicated above.

Date Reviewed:

Signature of AFROTC unit program administrator:



**Attachment 6 to Annex B - AFROTC/CAP Flight Orientation Summary (with sample form).**

**Form Instructions.** The AFROTC/CAP Flight Orientation Summary (FOS) will be used to track the progress of the FOP, monitor ferry time, and provide a feedback mechanism for the program.

The AFROTC unit program administrator will accomplish Part I and columns A and B of Part II of the AFROTC/CAP FOS and forward the form to the CAP wing LO and to HQ AFROTC/DOXS, via E-mail or FAX, to **arrive by the 5th calendar day of the following month.** The AFROTC unit program administrator, the wing LO, and the CAP wing commander should collectively agree on the reimbursement schedule. The "Report for:" block will reflect the time period covered (i.e.; 1-31 Jan 02).

Cancellations: Sorties are not considered scheduled until both the AFROTC unit and the CAP agree to the time and date of the sorties. If the agreed upon sorties do not occur, then the AFROTC unit program administrator (coordinating with the LO) will enter the number of sorties canceled in the space after the appropriate reason. Explanations for the four cancellation reasons are: "Weather" - self-explanatory; "Maintenance" - mechanical/maintenance problem with the aircraft; "CAP" - CAP personnel failed to show; "AFROTC" - AFROTC personnel failed to show. Explain the cancellation reason in the comment section. These cancellations are for the reported month and are not cumulative. HQ AFROTC and CAP will track the cancellations and causes for an annual analysis.

The LO will complete the remaining items in Part II, fill out Part III and one SF 1034 for the wing based on the Flight Orientation Summaries for all AFROTC/CAP units supported by the wing for that month. The LO will then forward the FOS for each AFROTC/CAP unit, and the one SF 1034, to HQ AFROTC/DOXS **by the 10th calendar day of the month following the reporting month.** A copy of each summary will be faxed or sent to the CAP-USAF liaison region commander.

# AFROTC/CAP FLIGHT ORIENTATION SUMMARY

## I. AFROTC DETACHMENT UNIT ADVISOR

REPORT FOR:      Month      Year

NAME (LAST, FIRST, MI) AND RANK:

DETACHMENT AND UNIVERSITY:

TELEPHONE NUMBERS/ DSN:

COMM:

FAX:

Total FY Front Seat Orientation Sorties

AS100

AS300

Total Front Seat Orientation Sorties

Allocated To Date:

AS200

AS400

Completed To Date:

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Monthly Front Seat Sorties Flown												

Monthly Cancellations: Weather      Maintenance      CAP      AFROTC

COMMENTS/FEEDBACK:

UNIT ADVISOR SIGNATURE:

DATE:

## II. AFROTC DET. (Columns A+B) and CAP WING LIAISON OFFICER (Columns C through H)

	A	B	C	D	E	F	G	H
Aircraft	Orient. Sorties	Orient. Hours	Ferry Time	Total Time (B+C)	Maint. Rate	Maint. Cost (DxE)	Fuel and Oil Cost	Total Cost (F+G)
Type 2 - Corporate Owned					\$30.00			
Type 2 - Member Owned					\$40.00			
Type 3 - Corporate Owned					\$32.00			
Type 3 - Member Owned					\$42.00			
Type 4 - Corporate Owned					\$42.00			
Type 4 - Member Owned					\$52.00			
Total for Month:								
Total Yr. to Date:								

## III. CAP WING LIAISON OFFICER

NAME (LAST, FIRST MI) AND RANK:

STATE:

CAP WING LO

TELEPHONE NUMBERS/ DSN:

COMM:

FAX

COMMENTS/FEEDBACK

WING LO SIGNATURE:

DATE:

AFROTC/CAP FLIGHT ORIENTATION SUMMARY (Jul 02)

Standard Form 1034 (EG) Revised October 1987 Department of the Treasury 1 TFM 4-2000 1034-121		<b>PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL</b>				VOUCHER NO.	
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION  <b>DEPARTMENT OF THE AIR FORCE          HQ AFROTC/DOXS          551 East Maxwell Blvd          Maxwell AFB AL 36112-6106</b>				DATE VOUCHER PREPARED <b>19-Apr-02</b>		SCHEDULE NO.	
				CONTRACT NUMBER AND DATE			
				REQUISITION NUMBER AND DATE			
<b>PAYEE'S NAME AND ADDRESS</b> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">         Arizona Wing CAP          P. O. Box 80679          Phoenix AZ 85060-0679       </div>				PAID BY			
						DATE INVOICE RECEIVED	
						DISCOUNT TERMS	
						PAYEE'S ACCOUNT NUMBER	
SHIPPED FROM				TO		WEIGHT	
GOVERNMENT B/L NUMBER							
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES <small>(Enter description, item number of contract or Federal Supply schedule, and other information deemed necessary)</small>	QUAN-TITY	UNIT PRICE		AMOUNT (1)	
				COST	PER		
	Oct 02	AFROTC Orientation Sorties Det 027 Det 028				\$960.90 \$1,108.03	
		AFROTC POC Lt Col Piccotti DSN 493-6958 FAX DSN 493-1013					
(Use continuation sheet(s) if necessary)				<b>TOTAL</b>		<b>\$2,068.93</b>	
PAYMENT:		APPROVED FOR	EXCHANGE RATE	DIFFERENCES			
<input checked="" type="checkbox"/> PROVISIONAL <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE	BY 2  (Name, Rank, and Service Branch in this Block)	= \$	= \$1.00	Amount verified; correct for		<b>\$2,068.93</b>	
	TITLE (Duty Title in this Block)			(Signature or Initials)		(Signature in this Block)	
Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.							
LOUIS J. PICCOTTI, Lt Col, USAF Chief, Special Plans and Program Branch			HQ AFROTC/DOXS 551 East Maxwell Blvd Maxwell AFB AL 36112-6106 (334) 953-6958				
(Date)		(Authorized Certifying Officer) 2		(Mailing Address)			
ACCOUNTING CLASSIFICATION							
PAID BY	CHECK NUMBER		ON ACCOUNT OF U.S. TREASURY		CHECK NUMBER		
	CASH		DATE		PAYEE 3		
				PER			
				TITLE			

Designed using Perform Pro, WHS/DIOR

Previous edition usable.

### PRIVACY ACT STATEMENT

The information requested on this form is required under the provisions of 31 U.S.C. 82b and 82c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder Discharge of the payment obligation.

## AIRCRAFT FLYING HOUR PAYMENT RATES

HOURLY REIMBURSEMENT RATE BY AIRCRAFT TYPE					
Type 1	Type 2	Type 3	Type 4	Type 5	Type 6
Not Authorized	\$30	\$32	\$42	Not Authorized	Not Authorized
	C172 150-180HP C175 C177/C170 T41 150-180HP Cutlass PA11-18 PA22 125/150HP PA24-180 PA28 140-181HP AA5A/B BE19/23 Citabria 150 HP 7KCAB Kachina Maule M20 180 HP Musketeer Scout Sport Sundowner Tobago	C182/C180 C172XP C177RG Bonanza 225-260 Lake LA 4 Maule (M-5-235) Meyers 200 A/B/C Mooney 201-252 M20 200HP Sierra PA28-200/201 PA32-260 PA 24-250 PA 28-235 Rockwell 112/114 Navion A T34 225HP T41 210HP BE 33 C172RG Cutlass PA-28R-180 Maule (M-5-210)	C210 C182RG T182 C185 U206 T210 Navion B/G/H PA24-400 Meyers 200D T34 285HP PA32R-300 PA32-301 Bonanza 285 Bonanza A36 BE35 Bonanza A35 C182-265 T182		

**Notes:**

1. Reimbursement rates have been established so as to encourage the use of economical, mission capable aircraft.
2. Aircraft fuel and lubricants payments are authorized for participation in Air Force assigned reimbursable missions and are not included in the above rates.
3. These rates apply to corporate-owned aircraft. Member-owned aircraft add \$10 per hour for maintenance for types 1, 2, 3, and 4 and \$20 per hour for types 5, and 6 (type 1, 5, and 6 not authorized for the AFROTC/CAP program).
4. Alaska and Hawaii will increase these aircraft rates by 15% to offset the higher cost of living in these areas.
5. To properly figure the reimbursement authorized, multiply the total number of hours flown times the rate allowed for the classification in which the aircraft properly resides. If an aircraft is not listed in any of the categories, contact HQ CAP/DOP at (334) 953-4225.
7. HQ CAP/DO reviews these rates annually.
8. This chart was adapted from CAPR 173-3 for the AFROTC/CAP flight orientation program.

Attachment 8 to Annex B